



Department of Administration
Division of Public Works
Facilities Services

**Capitol Mall Parking
Cancel Parking Permit**

The Legal Stuff (IDAPA 38.04.04, Section 500, Paragraph 05 - www3.state.id.us/idstat/TOC/idstTOC.html)

"If a Capitol Mall employee wishes to terminate parking privileges, that employee must submit a request for termination to Facilities Services and surrender all parking permit(s). Facilities Services will issue an authorization for termination to the employee's payroll clerk to affect a cessation of the monthly parking fee deduction. All payroll clerks shall obtain an authorization for termination from Facilities Services prior to terminating the parking fee from the employee's payroll deduction schedule."

When Your Deduction Will Stop

Parking fee deductions are in arrears. That means that any given deduction pays for the **previous** month's parking. So, when you request a cancellation of your parking fee deduction, you will still have one deduction taking place, to pay for that previous month's parking.

Fill This Section Out & Return With Your Parking Permit(s) - PLEASE PRINT

Complete the following and return this form, along with your parking permit(s), to Facilities Services, 502 N. 4th Street, Boise, ID 83702, or via Statehouse Mail by routing to "Capitol Mall Parking, Facilities Services." If you have any questions, contact parking@adm.idaho.gov or (208) 332-1935.

Name: _____

Department: _____

Division (if applicable): _____

Tag number(s) returned: _____

Comments, Suggestions, Anything?

Here's your chance to jot down any suggestions, comments, or questions you might have on your mind. If you'd like a response, be sure to include your contact info.
